

Objectives:

- ensure STSB reports are appropriately reviewed and approved

Approval Original signed on file 01/08/09  
Organizational Unit Manager \_\_\_\_\_ Date  
Systems Engineering Directorate

**General Information**

The following records are generated by this procedure and are maintained in accordance with LPR 1440.7:

- Official signed document
- Electronic documents
- STSB Report Log

**Note 1**

Reports are documentation of analyses that have been performed in support of different projects. These reports are internal to the branch and/or project. Documentation for a larger project may be a section, chapter, or annex to a project controlled document.

**Note 2**

Template is located on STSB share:  
\\caedm-s2\stsb\_share\STSB Reports\Report format\STSB Report Format.dot

**Note 3**

Report title and author information are required for report log.

**Note 4**

STSB Secretary maintains STSB Report Log. The Report Log will include, at a minimum, report number, title author(s), and release date. STSB report number will be identified by the branch acronym, a four-digit number representing the calendar year that the report was released, and a three-digit number representing the sequence of that report in the year it was released. For example, the fourth STSB report released in CY2008 will be designated STSB-2008-004.

**Note 5**

Reviewers are not required to be STSB personnel, especially when specific expertise exists outside the branch. In addition, a second peer reviewer that represents the project (i.e., chief engineer, systems engineer, or discipline lead engineer) for which the analysis was performed will be identified at the project manager's discretion.



